



# Explanatory Letter

Dear MUN-director,

The principal aims of this letter are to clarify how your school will be able to participate in the HMUN 2023 conference, to answer your possible questions about the application procedure and inform you about HMUN in general.

## General Overview

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## 1. About the conference

HMUN is a three-day conference that is attended by approximately 600 students from all over the world. Its twenty-sixth annual session will take place at the Stedelijk Gymnasium in Haarlem from the 31<sup>st</sup> of March till the 2<sup>nd</sup> of April 2023.

HMUN takes great pride in being able to organize their conference in collaboration with many historical venues representing the beautiful city of Haarlem. For example, we hold our annual General Assembly Plenary in the Teylers Museum, the oldest museum in the Netherlands. Our main venue, the Stedelijk Gymnasium Haarlem, is located in the centre of Haarlem. The Stedelijk Gymnasium Haarlem was founded in 1389 making it one of the oldest schools in the Netherlands. Last year we were also able to host several committees in the Paviljoen Welgelegen: once the residence of King Lodewijk Napoleon and currently the State Capital building for the province of Noord-Holland.

We endeavor to offer a program of high-quality guest speakers relevant to the theme and issues of our conference. Throughout the years HMUN has also had many inspiring visitors and speakers such as Jaap de Hoop Scheffer. Mr de Hoop Scheffer was a fierce Dutch politician and the Secretary-General of NATO from 2004 to 2009. Another inspiring speaker HMUN had the chance of hosting was Gerrit Zalm. Mr. Zalm is a former cabinet member and the two-time Minister of Finance from 1994 until 2002. He also served as the vice president from 2003 until 2007. Lastly, we're very proud to say that we worked with the widely known politician Kim Putters. Mr. Putters was a member of the First Room of the Government and made an inspiring speech about the political climate in the Netherlands. We aim to carry on this legacy and provide a wide range of relevant guest speakers.

## 2. The registration procedure

On [www.hmum.nl](http://www.hmum.nl) you will find a link to **Form I**, also known as *The Provisional Registration Form*, which is the first step in the application process. After receiving Form I from all schools wishing to participate we will have an estimated number of delegations from various schools. Should the number of school applications exceed the number of 600 delegates, we will shortly decide on the schools that are invited and the number of attendees they can bring next March at the 26<sup>th</sup> edition of HMUN. We hope to accept as many applications as possible. School registration will close on **Friday the 21<sup>st</sup> of October**.

**Please note that by handing in Form I, you agree to a €90,00 School Registration Fee. This fee will have to be paid along with the Delegate/MUN-director Conference fees in February.**

Then, in December, you will receive Mailing II, stating which delegation(s) your school will be representing and how many delegates they consist of. This information will be delivered together with **Form II**, also known as *The Delegation Registration Form*. In this Form schools will need to provide the names and other data concerning their participating students. **The deadline for handing in Form II is the 13<sup>th</sup> of January.**

Finally, in order to complete your school's registration, MUN-directors will receive the **invoices** in February. The invoices concern the Delegate/MUN-director/StOff/Press

Conference fees. The fee for delegates will be €95,00 per participant. As stated before, the School Registration Fee will also be paid along with these conference fees.

After the 1<sup>st</sup> of March, no more changes can be made to your Delegation Registration Form. Should you wish to cancel your registration after this date, you will still be required to pay for the entire delegation.

### 3. The Excellency Fund

This year the HMUN finance and administration department will grant 5-10 full scholarships to students who are motivated, eager to learn and have an interest in the field of International Relations (IR) but cannot afford our fee. When awarded with an HMUN Scholarship your €95,00 fee will be completely compensated by HMUN. We will also guarantee housing for the delegate concerned.

These hardworking students would be a great asset to our award-winning and globally recognized conference. With a scholarship from the Excellency Fund, we give international and Dutch students who could normally not attend due to their financial situation a chance to enter the fascinating world of Model United Nations.

Each year, the Deputy-Secretary General of Administration and Finance, Julian van Breugel, makes a careful selection from all the applications. The choice in what student gets the scholarship is in consultation with their MUN-director. To apply delegates need to write a 100-400 word Letter of Motivation to the DSGA. In the Letter of Motivation, the delegate needs to write why they want to attend HMUN and also write the contact information of their MUN-director. The deadline for applications is the 15<sup>th</sup> of December. Please note that the Excellency Fund is only open for schools that will be attending HMUN 2023, and applications can only make together with the MUN-director.

**For all of the applications to the Excellency Fund students will be needing a Recommendation Letter written by a MUN-director, in addition to their own Motivation Letter.**

### 4. Special ways to participate in HMUN

In addition to participating as a delegate in one of our twenty committees, we offer experienced delegates the possibility of taking their MUN-career to the next level in one of our **Experienced Committees** or the opportunity of contributing to the HMUN conference with their expertise as a **Student Officer**. Additionally, any student can show their creative side as a member of the **Press Team**.

#### I. Student Officers

Student Officers are experienced MUN participants who lead the debate in the Committees and Councils. They have various responsibilities before the conference, such as writing the Research Reports as well as supporting delegates in preparing for the conference. Students who have participated in MUN before and have in-depth knowledge about the THIMUN



Rules of Procedure may apply for a position, using the Student Officer Application Forms available on [www.hmun.nl](http://www.hmun.nl)

At HMUN, there are two Student Officers in every GA Committee: the Chair and a Deputy Chair. The Councils (such as the Security Council, Economic and Social Council and Human Rights Council) along with the Special Conferences and the Group of Twenty summit (G20) will have a President and a Deputy President. Presidents and Chairs lead the debate, while the Deputies assist them and gain experience so as to be able to act as Chair or President in future MUN conferences.

The GA will be led by the **President of the General Assembly (PGA)**. A PGA has many important tasks amongst leading the Opening Ceremony and the Closing Ceremony. This position requires great leadership, experience in MUN and motivation. In the forms on our website, students can find a PGA registration form. After a student applies for this position, they will be invited to an interview with our Information and Content Staff. Please note that if one of your students applies for a PGA position, we will contact their MUN-Director to verify their experience and motivation.

All experienced students can apply for these positions and they will hear if they're selected as a Student Officer on the 9<sup>th</sup> of November.

**For all of the applications for the ExCom, ICJ, StOff and Press students will be needing a Recommendation Letter written by a MUN-director, in addition to their own Motivation Letter and List of Experience.**

## II. Committees for the most experienced

At HMUN 2023, we have two experienced committees, for which participants are required to apply separately for a position. These two, the Expert Committee (*ExCom*) and the International Court of Justice (*ICJ*), are different from the other "traditional" committees in that they are our most advanced committees meant for experienced delegates.

The International Court of Justice is a committee for experienced delegates with interests in international law and jurisdiction. In the ICJ, there are numerous judges which are to judge the case submitted by a state, which will be represented by advocates, in order to settle the dispute. This court will be led by a president, a deputy president and a registrar.

The Expert Committee is the committee for the most experienced of delegates, the subject of this committee changes every year and the exact form the ExCom will have this year is still to be announced. In the ExCom delegates get the chance to not just represent a delegation, but to possibly represent philosophers, EU-officials, heads of states, and chair(wo)men of multinational enterprises

With these two committees, we hope to achieve a higher level of debate and challenge experienced delegates even more. For this reason, participants are required to apply separately for a position in these committees. Delegates can apply for these committees using the registration forms on our website.

**For all of the applications for the ExCom, ICJ, StOff and Press students will be needing a Recommendation Letter written by a MUN-director, in addition to their own Motivation Letter and List of Experience.**

### III. Press Members

The HMUN Press Team would like to invite all international students, whose schools are attending the HMUN conference, to apply for a position as a Press Member. This team will, under the guidance of the Heads of Press (Eva Wieringa and Meike Beerens), publish three daily newspapers and several pre-conference newspapers as well, offering coverage of the activities and news of that day and the preparation of the conference. Moreover, the team is responsible for managing the HMUN social media accounts as well as creating the official HMUN closing video.

Members of the team are expected to prepare in advance a number of editorial articles related to the conference theme or to issues on the agenda which may be published in the conference newspaper “**The HMUN Chronicle**”. Summarized, being a member of the Press Team is an incredible opportunity for talented and creative students.

The Head of Press has announced she will have the following vacancies for this years’ international Press Members:

1x video editor  
3x reporters  
3x photographer + 1x cartoonist

One can apply for these positions by filling in the online form on our website, while subsequently submitting a Letter of Motivation as well as a Letter of Recommendation, written by his/her MUN-director.

For further information, we refer to our DSGc Eveline Kranenburg: [dsgc@hmun.nl](mailto:dsgc@hmun.nl)

**For all of the applications for the ExCom, ICJ, StOff and Press students will be needing a Recommendation Letter written by a MUN-director, in addition to their own Motivation Letter and List of Experience.**

#### **Please note!**

As for students who didn’t get a position as Student Officer, Press Member or as a delegate in the ICJ/ExCom, applicants will still be able to participate in the conference as a delegate in one of our committees, thanks to the construction of our application procedure. This is because of the fact that StOff, Press and ICJ/ExCom delegates will be appointed before Mailing II will be sent out. As stated before, Mailing II will be the moment we will ask you for the names and other personal information of your delegates.

**We expect all schools attending with more than 15 delegates to ensure at least one delegate applies for a position in the ExCom, ICJ, or Press. There is no maximum number of applicants per school, thus we advise you to encourage all of your delegates to apply for these committees anyhow, seeing this is an amazing opportunity. This is to**

ensure a high-level of debate and a variety of students in these special committees and teams.

## 5. Useful information

### I. Dates and Deadlines

<b>18<sup>th</sup> September 2022</b>	School registration open + Mailing I + StOff, ICJ, Excom, Press registration open
<b>21<sup>st</sup> October 2022</b>	School registration closed
<b>26<sup>th</sup> October 2022</b>	Issues will be published
<b>28<sup>th</sup> October 2022</b>	Accepting/Rejection schools
<b>8<sup>th</sup> November 2022</b>	StOff, ICJ, Excom, Press registration closed
<b>9<sup>th</sup> November 2022</b>	PGA interviews + Student Officer selection
<b>14<sup>th</sup> December 2022</b>	Deadline Research Report draft 1
<b>15<sup>th</sup> December 2022</b>	Mailing II + deadline for applications to the Excellency Fund
<b>16<sup>th</sup> December 2022</b>	Student Officers will receive their Research Report with notes by the Staff
<b>23<sup>th</sup> December 2022</b>	Deadline Research Report draft 2
<b>13<sup>th</sup> January 2023</b>	Deadline receiving Form II from all schools
<b>25<sup>th</sup> January 2023</b>	Research Reports will be uploaded
<b>23<sup>th</sup> February 2023</b>	Mailing III
<b>1<sup>st</sup> March 2023</b>	Deadline for changing the Delegate Registration Form
<b>12<sup>th</sup> March 2023</b>	Final deadline payment invoices
<b>31<sup>st</sup> March – 2<sup>nd</sup> April 2023</b>	<b>HMUN</b>

### II. Housing

Although we will attempt to provide housing for as many participants as possible, housing will primarily be offered to foreign attendees. We cannot, however, fully guarantee housing for all foreign students. We therefore advise foreign schools to book a hotel in Haarlem well in advance. A list of hotels can be found on our website. We kindly ask schools from the Netherlands to arrange their own accommodation during the conference. For housing, a fee of € 17,50 per participant will be charged. Housing will only be provided during the conference itself. This means for Friday and Saturday night. For schools arriving on Thursday we will try to make arrangements, but we cannot guarantee this in advance.



We can provide information on housing within the limits of current privacy regulations in the Netherlands. If you have any questions regarding our housing program, please contact [hospitality@hmun.nl](mailto:hospitality@hmun.nl)

Despite the Covid-19 pandemic we will try our hardest to arrange housing while abiding by measures implemented by the government. Therefore, please keep in mind that we might ask you for a QR code with a certificate of a negative test result or vaccination. We will provide more details in Mailing II.

### III. Fees

Fees for HMUN include the Conference Fee, a lunch on Friday, Saturday and Sunday, and admission to the HMUN party, which will be held on Saturday evening. For Student Officers there will also be a dinner on Thursday evening. You can contact our DSGA, Julian van Breugel, at [financial@hmun.nl](mailto:financial@hmun.nl)

School Registration Fee	€90,00
Delegates/MUN-Directors/StOff/Press Fee	€95,00
Housing Fee	€17,50



## IV. Forums

HMUN has known a great variety of committees, commissions and councils for over the past twenty years. Each forum focuses on a different aspect of world politics, such as International Security or Human Rights. Additionally, the forums are characterised by a difference in the level of debating. Here's a brief list of committees at HMUN (please note that this list is not completely fixed yet):

GA 1<sup>st</sup> committee | International Security and Disarmament

GA 3<sup>rd</sup> committee | Social, Humanitarian and Culture

GA 4<sup>th</sup> committee | Special Political and Decolonization

General Assembly

Security Council (*SC*)

Historical Security Council (*HSC*)

Economic & Social Council (*ECOSOC*)

Group of Twenty Summit (*G20*)

Human Rights Council (*HRC*)

Association of South-Eastern Asian Nations (*ASEAN+*)

United Nations International Children's Emergency Fund (*UNICEF*)

Environmental Council (*EC*)

International Court of Justice (*ICJ*)\*

Expert Committee (*ExCom*)\*

Special Committee (*SpC*)

Special Committee (*SpC*)

United Nations International Children's Emergency Fund (*UNICEF*)

North Atlantic Treaty Organisation (*NATO*)

International Maritime Organisation (*IMO*)

United Nations Industrial Development Organisation (*UNIDO*)

Office of Outer Space Affairs (*OOSA*)

Commission on the Status of Women (*CSW*)

International Atomic Energy Agency (*IAEA*)

Group of 20 summit (*G20*)

League of Arab States

United Nations Educational Scientific and Cultural Organisation (*UNESCO*)

Association of South-East Asian Nations (*ASEAN+*)

\*Experienced Committees

Councils, Summits, Committees and Funds

Therefore, we suggest that you place your most experienced and ambitious delegates in the prestigious committees, such as the Security Council and the G20 (besides of course, the special committees ICJ/ExCom) Moreover, we suggest that you place your least experienced delegates in beginning delegate committees, such as the Human Rights Council.

We will provide all MUN directors with the final list of forums of HMUN 2023 in Mailing II.

## 6. Covid-19

The HMUN organisation has taken a few measures in order to both provide a safe conference for all participants and to minimise the possibility of cancellation. All decisions were made with this in mind, while also trying to provide you with the best HMUN experience, a wonderful MUN conference and a good level of debate.

HMUN will approximately be accepting a number of **600 delegates** to the conference.

Despite the Covid-19 pandemic we will try our hardest to arrange housing while abiding by measures implemented by the government. Therefore, please keep in mind that we might ask you for a QR code with a certificate of a negative test result or vaccination. This would be at the housing pick-up on Thursday or the Registration on Friday.

**In regards to revoking registrations due to Covid-19, HMUN will uphold the same dates. After the 1<sup>st</sup> of March, no more changes can be made to your Delegation Registration Form. Should you wish to cancel your registration after this date, you will still be required to pay for the entire delegation.**

**In the event of cancellation of the HMUN conference, all fees will be refunded.**

## 7. Organisation and Contact

### I. Executive Staff and Secretariat

HMUN is organised by the Executive Staff, which consists of 25 secondary school students of the Stedelijk Gymnasium Haarlem.

The Executive Staff is presided by the Secretaries-General and consists of various branches, each led by a Deputy-Secretary General.

Secretaries General: Celeste de Jong & Pieter van Lelyveld

Deputy Secretary-General of Organisation: Tjits Luikinga

Deputy Secretary-General of Information: Joshil Pillay

Deputy Secretary-General of Administration: Julian van Breugel

Deputy Secretary-General of Representation: Fien Kerkhof

Deputy Secretary-General of Communication: Eveline Kranenburg

sgmun@gmail.com

dsgo@hmun.nl

dsgi@hmun.nl

financial@hmun.nl

mun@sghaarlem.nl

dsgc@hmun.nl



## II. Boards of Directors

The Board of Directors are passionate teachers that assist the Executive Staff during the organisation of HMUN 2023.

The Board of Directors consists of Mr. C. Blommesteijn, Mr. A. Paauw, Mr. G. Bolten, Ms. L. Van Tienen and Ms. N. Visser. You can reach the Board of Directors at [directors@hmun.nl](mailto:directors@hmun.nl)

## III. Contact

Stedelijk Gymnasium Haarlem

Prinsenhof 3, 2011TR

Haarlem, the Netherlands.

[sghmun@gmail.com](mailto:sghmun@gmail.com)

[hmun.nl](http://hmun.nl)

We look forward to receiving your applications and we hope to welcome you to Haarlem next April.

Sincerely,

Celeste de Jong & Pieter van Lelyveld

Secretaries General of Haarlem Model United Nations 2023

*Haarlem Model United Nations prides itself to be affiliated to The Hague International Model United Nations (THIMUN; [www.thimun.org](http://www.thimun.org))*